

Summers County Schools

Job Description

Warehouse Clerk

Qualifications:

- Must have passed competency tests pursuant to 18A-4-8e prior to being hired. Summers County Schools can provide competency tests.
- High School graduate or equivalent. Applicant must meet the qualifications outlined in the Summers County Job Description Handbook. Applicants will be considered in accordance with 18A-4-8b.
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Term: minimum 200 days

The Summers County Board of Education can contract with an employee for a longer term of employment.

Salary: Paygrade C, state scale

Responsible to: Director of Facilities and/or Director of Student Services

Position Responsibilities:

- Record any discrepancies or damage on packing slip, bill of lading or purchase order, and give it to the supervisor or purchasing department.
- Mark incoming items with description, purchase order number, etc.
- Safely operate material handling equipment; i.e., for truck, pallet jack, dolly, etc.
- Load and unload goods using appropriate material handling equipment.
- Maintain clean, organized and safe storage area(s).
- Maintain up-to-date receiving and shipping logs.
- Physically inventory all goods and supplies.
- Fill requisitions and deliver them as directed.
- Request purchase orders for goods and supplies to maintain operating inventory levels.
- Demonstrate basic math skills.
- Ship goods using appropriate packaging methods and materials to prevent damage.
- Determine best way to ship goods (fastest/cheapest) using common carrier, UPS, U.S. Mail, FED EX, etc.
- Complete Bill of Lading or other paper work necessary to ship goods.
- Trace inbound and outbound shipments on request.
- Safely open containers using proper methods and tools.
- Develop and maintain master warehouse location plan.
- Distribute mail countywide.
- Distribute food and supplies for the countywide school nutrition program.
- Complete other duties assigned by immediate supervisor or the Superintendent.